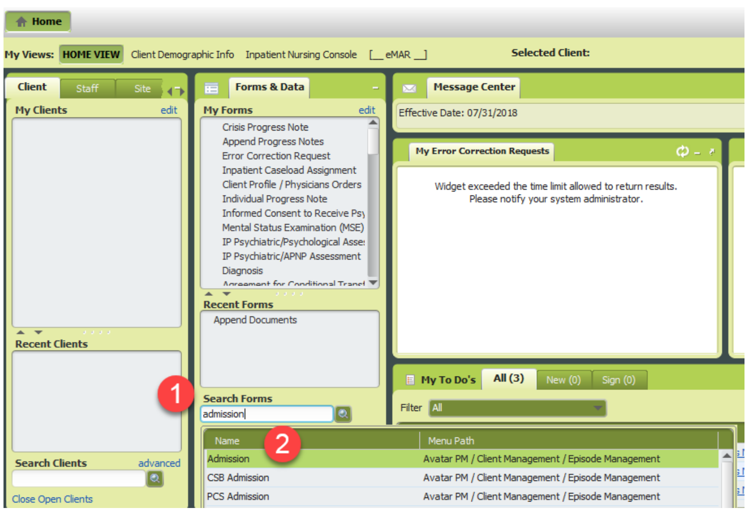
Children's Mobile Crisis - Use the following guideline to admit, document progress, discharge, and update client contacts in Avatar.

Step 1- Admit the Client

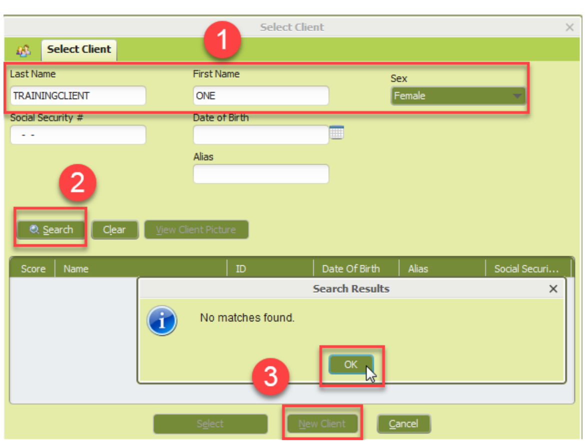
Use when there is not an open Crisis episode. If an open Crisis Episode exists, skip to Documentation in Crisis Progress Note (Step 2).

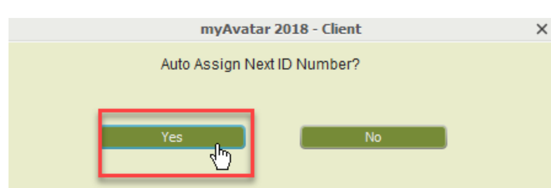
Log into Avatar. From your Home View:

1. Navigate to the Search Forms box and enter Admission.
2. Select the Admission Form from the list and double-click on the form name.



1. Enter the Last Name, First Name, and Sex of the client.
2. Click *Search*.
3. If no matches are found, click *Ok* and *New Client*. Select Yes to auto assign next ID Number.

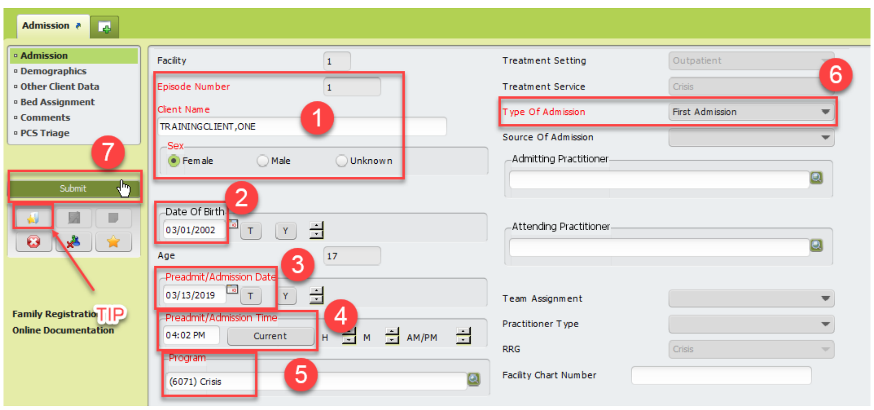




Note- If the appropriate client is listed in the search box (already a client of BHD) click '*Select*' in Search Results box. In the episode pre-display, click Add. Note- If Crisis is listed under the Program column, and there is no Discharge Date, this client is already admitted into a Crisis episode and there is no need to complete the admission form. Click Cancel.

When the Admission Form opens, enter the appropriate information in the red 'required' fields.

1. Name, episode number, and sex will default from the previous New Client window.
2. Enter the client's birth date. This is not required, but helpful.
3. Enter the Admission Date or click *T* for today.
4. Enter the Admission Time or click *Current* for current time.
5. For the Program, select Crisis (6071) from the drop-down list.
6. Select the Type of Admission from the drop-down list.
7. Click *Submit.*



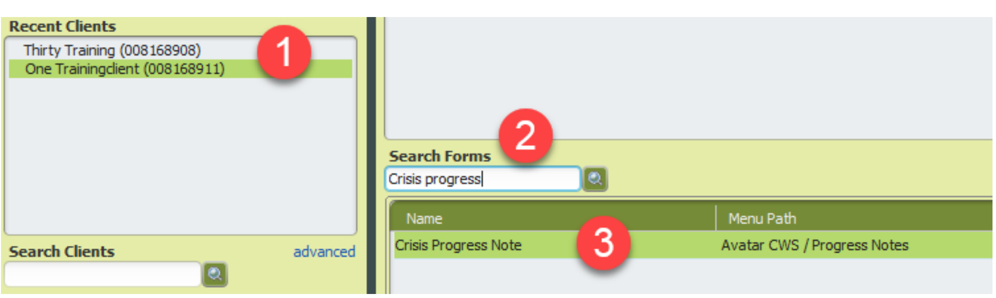
TIP

To Save this form as a favorite, click the star/paper icon under the Submit button.

Step 2- Complete Documentation in the Crisis Progress Note

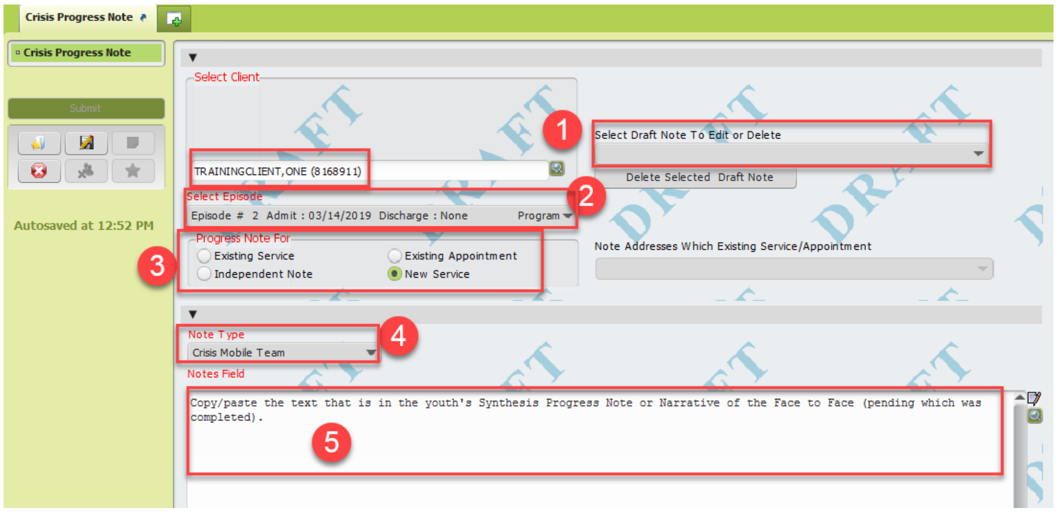
From the Home View:

1. Select the client from the Recent Clients widget, or search for the client in the Search Clients box.
2. Enter Crisis Progress in the Search Forms box.
3. Select Crisis Progress Note from the list and double-click to select the form.

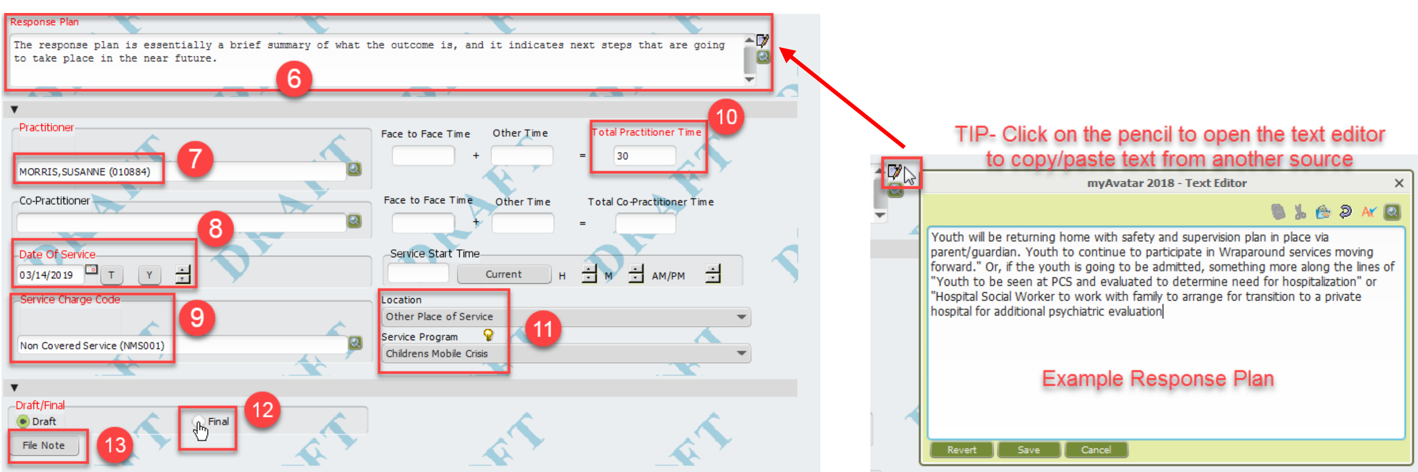


The Crisis Progress Note Form opens in Draft status. Complete the form as appropriate, making sure all red required fields are completed.

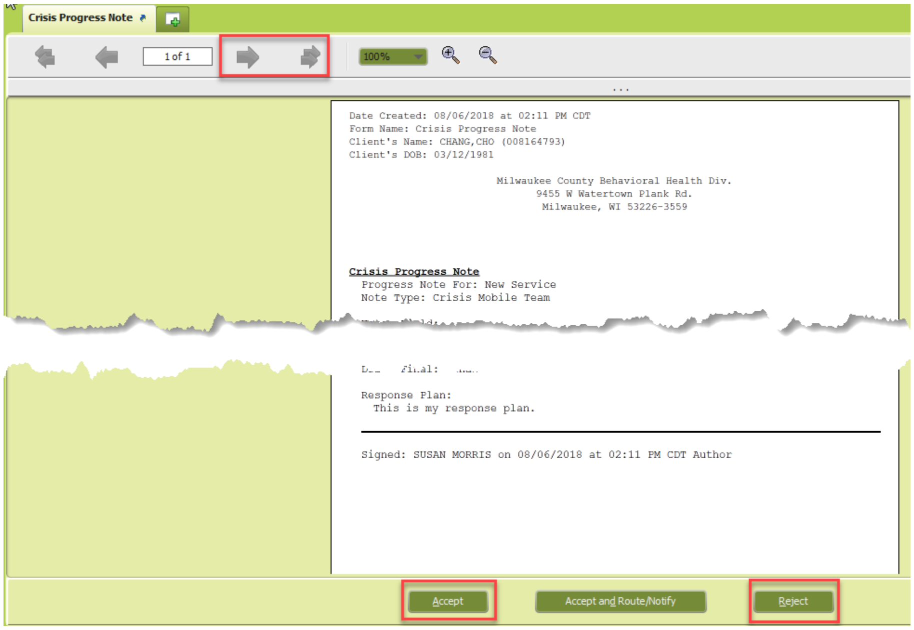
1. Select Client- The client's name defaults in this section. Note- if you are returning to the form to complete a previously submitted draft note, select the draft note to edit from the drop-down list.
2. Select the appropriate episode of care (i.e., the open Crisis Episode).
3. Progress Note For- select New Service.
4. Note Type- choose Crisis Mobile Team from the drop-down list.
5. Enter your documentation in the Notes Field (copy/paste from youth's Synthesis Progress Note or Narrative of the Face to Face).



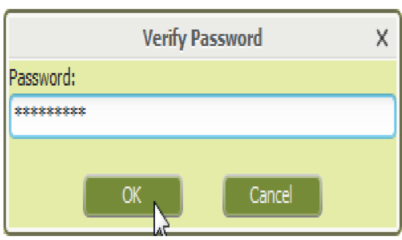
6. Response Plan- enter the response plan (brief summary of what the outcome is; indicates next steps that are going to take place in the near future).
7. Practitioner- your name should be the default.
8. Enter the Date of Service or select **T** for today, Y for yesterday.
9. Service Charge Code- enter 'Non' and select **Non Covered Service** from the list.
10. Total Practitioner Time- enter the total amount of time spent with the client.
11. Location and Service Program default to 'Other Place of Service' and 'Children's Mobile Crisis'.
12. The note defaults to draft status. If you are able to complete all the required fields and ready to file the note, select **Final**. If you need to save the note and complete it at a later time/date, leave the note as Draft.
13. Select 'File Note'.



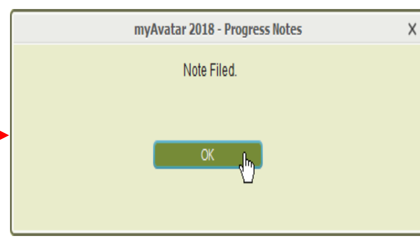
You are presented with a TIFF image of the note. Use the arrows at the top of the screen to page forward as needed. Verify that all information is correct. If you need to return to the form to make a correction, click Reject. If the note is complete, click Accept.



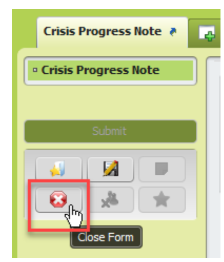
Enter your password and click OK.



Click OK.



Click the red X to close the form.

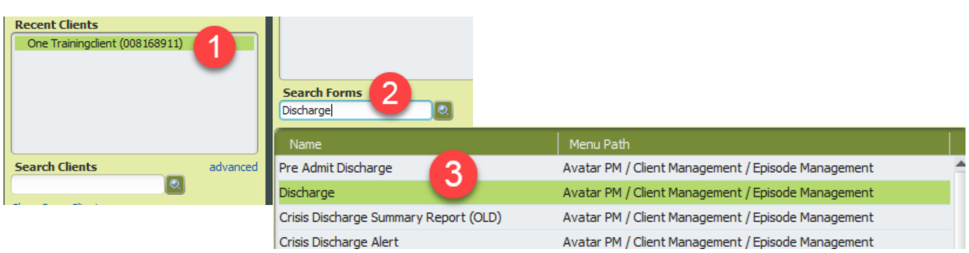


Step 3- Discharge the Client from the Crisis Episode.

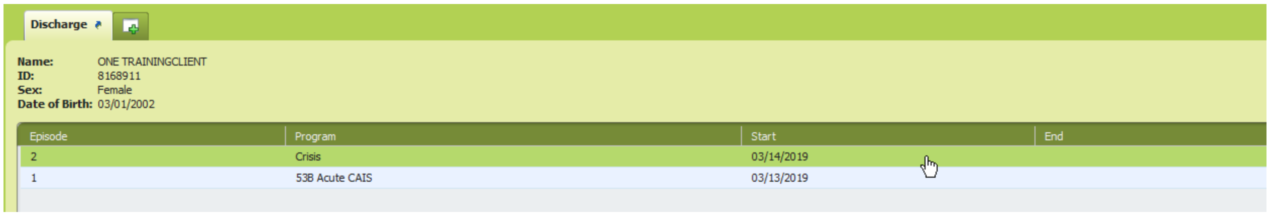
****The Discharge Form should be completed as soon as the Crisis Progress Note is completed. If you did not open a Crisis Episode, you do not need to complete the Discharge Form****

From the Home View:

1. Select the client from the Recent Clients widget.
2. Enter Discharge in the Search Forms box.
3. Double-click to select the Discharge Form.

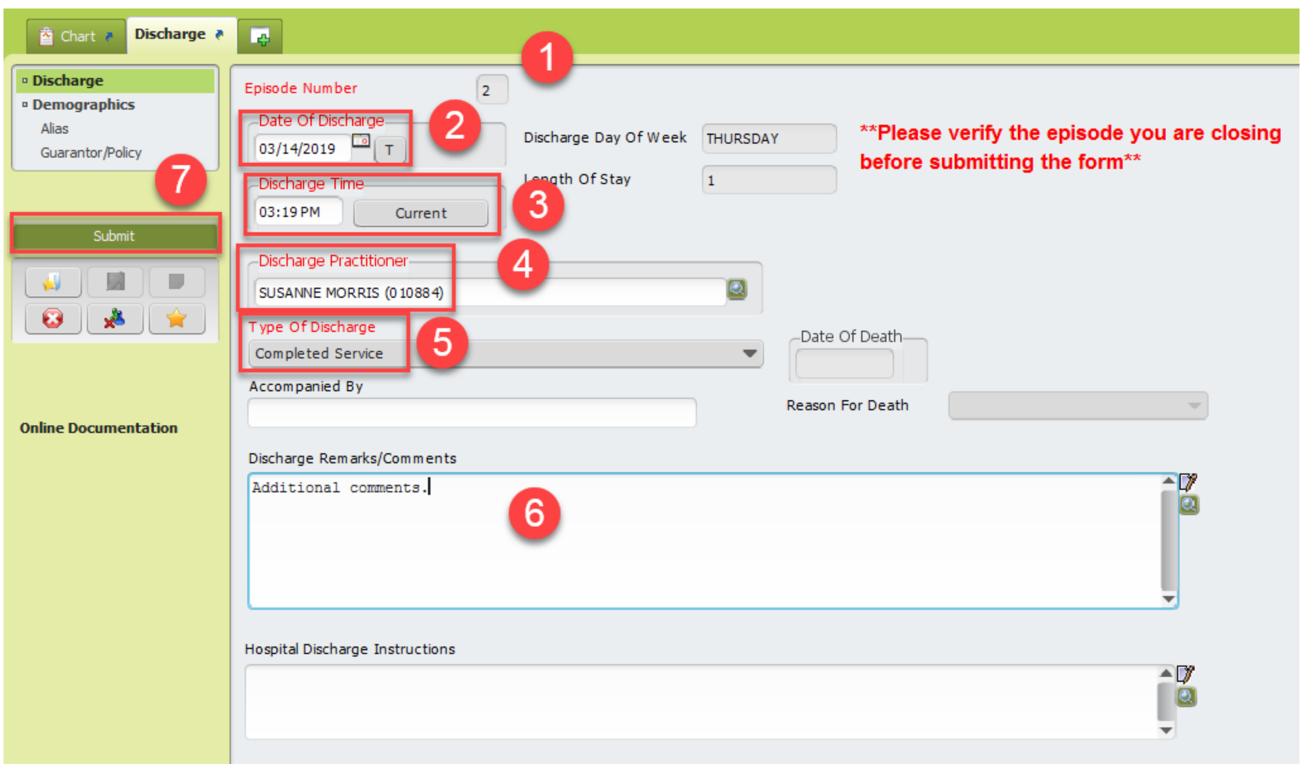


In the pre-display, double-click on the episode (admission) you just opened.



The Discharge Form opens. Complete the form as appropriate, making sure all red required fields are completed.

1. Episode Number- the previously chosen episode defaults.
2. Date of Discharge- enter the date of discharge or click **T** for today.
3. Discharge Time- enter the time of discharge or click **Current** for current time.
4. Discharge Practitioner- enter the discharging practitioner's name.
5. Type of Discharge- choose the appropriate option from the drop-down list.
6. Add any additional notes or discharge instructions as appropriate.
7. Click Submit.



Step 4- Update BHD Client Contacts Form (see separate tip sheet for instructions).